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TAB C

GUIDED MISSILE INTELLIGENCE COMMITTEE (GMIC)

1. The mission of the Guided Missile Intelligence Committee (GMIC) is to strengthen the community approach to problems in the field of guided missile intelligence and to give added impetus to individual efforts. To this end, the responsibilities of the GMIC include the following: (a) Providing a mechanism for the fullest exchange of guided missile information for national intelligence purposes. (b) Reviewing and evaluating significant foreign guided missile intelligence and information and producing appropriate reports for the IAC. (c) Preparing coordinated contributions in the field of guided missile intelligence for national intelligence estimates. (d) Developing over-all guided missile intelligence objectives and reviewing the scope of the collection effort to meet those objectives. (e) Advising the IAC regarding guided missile intelligence collection requirements. (f) Providing a mechanism to assist the member agencies to coordinate their guided missile intelligence production efforts. (g) Determining the deficiencies in guided missile intelligence and recommending remedial action to the IAC. (h) Providing staff support, when required by the IAC, for international conferences on guided missile intelligence.
2. Each IAC agency shall furnish one representative member and an alternate member to GMIC. The chairman shall be elected annually by the IAC. The National Security Agency shall be invited to associate itself with the committee and participate in its work. Other non-IAC agencies may furnish observers and/or advisers to the GMIC on GMIC request.

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Summary Statements for Proposed Positions in the
Guided Missile Intelligence Committee

Executive Secretary

I. NATURE AND PURPOSE OF WORK

A. Identification of Position

Executive Secretary, Guided Missile Intelligence Committee, and Chief, GMIC Secretariat, responsible to the Chairman, GMIC. Advises and assists the Chairman in preparation for (and conduct of) all GMIC meetings, and in the execution of all administrative functions of GMIC including inter-agency coordination of intelligence collection and production, and special projects in guided missile intelligence within the purview of the GMIC.

B. Duties General

1. As Executive Secretary of the GMIC, responsible for:

a. Assisting the GMIC and its subcommittees in the development and execution of a long-range program of coordinated guided missile intelligence collection, production and evaluation.

b. Preparation of publications, memoranda and other materials for approval and issuance of GMIC, including all necessary coordination of substance and editorial format.

c. Staff preparation for all GMIC and subcommittee meetings, including preparation and distribution of agenda, minutes, papers, etc.

d. Facilitating liaison between GMIC and the IAC and other IAC Committees as well as providing guidance and liaison for GMIC subcommittees and GMIC.

2. As Chief of the GMIC Secretariat, responsible for:

a. Supervising the professional and clerical staff and the staff functions and office operations of the GMIC Secretariat which:

(1) Assists the GMIC and its subcommittees in the preparation for and conduct of meetings and in the execution of all administrative functions.

(2) Provides staff support for GMIC and its subcommittees in the development and execution of a long range program of coordinated guided missile intelligence collection, production and evaluation.

Assistant to Executive Secretary

The staff assistant to the Executive Secretary is responsible for reviewing the scope of the collection effort, production effort, and providing for the establishment of requirements for guided missile intelligence; GMIC staff member responsible for controlling documents in the highest security classifications; is designated secretary of Ad Hoc Subcommittees of GMIC whenever needed; acts as Executive Secretary of GMIC in the absence of the Executive Secretary.